

**DHEC ADMINISTRATIVE POLICY MANUAL
ENVIRONMENTAL QUALITY CONTROL**

Subject: Air Pollution Reduction Policy

Law/Regulation: None

Policy Statement: DHEC promotes and protects the health of the public and the environment. DHEC helps protect South Carolina’s environment and the health of its people. It helps to achieve cleaner air for SC citizens by taking every possible effort to reduce air pollutants.

Rules:

1. **As employees of the Agency,** work habits to promote air pollution reduction will be identified and changed.

Definitions:

1. **Ozone season** is April 1st – October 31st (Forecasted May 1st–September 30th).

The Agency should:

1. Designate an Ozone Action Coordinator (s) for the agency by the appropriate authority. Encourage employees to view the daily ground-level ozone forecast located at the Bureau of Air Quality’s website.
2. Encourage the use of the telecommuting policy (A.556) and the alternative work schedule (AWS) (A.559) policy during ozone season (job permitting and manager approval). When possible, allowing an employee to take the AWS “day off” on an ozone action day is a beneficial alternative to driving into work.
3. Encourage the use of employee flex schedules. Flex scheduling would enable employees to commute to work during times when traffic is not heavy. For example, report to work before 7 a.m. and leave by 3 p.m. or report to work after 9 a.m. and leave after 6 p.m. at management discretion.
4. Encourage employees to stay in for lunch (brown bag, bike, or walk to lunch) or minimize commutes on ozone action days.
5. Use teleconferencing instead of driving to meetings.
6. Encourage participation in the *Take a Break from the Exhaust* alternative commute program during ozone season.

7. When possible, refuel all state vehicles before 10 a.m. or after 6 p.m., especially on ozone action days. Each program area should establish guidelines and/or appropriate procedure (allow sufficient time for refueling prior to leaving).
8. Turn off all vehicles when loading or unloading.
9. Utilize the state fleet alternative fuel vehicles when available.
10. Refuel with alternative fuels whenever possible. (Executive Order signed by Governor Hodges - October 2001).
11. Turn off lights and computer monitors when not in use at the end of the workday.
12. Continue to communicate with the SC Budget and Control Board on ozone action days to ensure that grounds-keeping crews minimize the use of gasoline-powered equipment on ozone action days and/or try to reschedule tasks that require 2-cycle engines to days *other than* ozone action days at state agency buildings.
13. Implement other emission reduction strategies as deemed appropriate.

Responsibility

Ozone Action Coordinator (s)

Action

Responsible for informing employees of ozone action days. Provide employees with ideas and suggestions for reducing the precursors of ozone.

Take a Break from the Exhaust (TABFTE) Coordinator

Main contact for all TABFTE correspondence. Responsible for education and outreach activities for DHEC employees.